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CHAPTER XIIIADMINISTRATIVE MATTERS1301 RECORDS AND REPORTS

1. Purpose. Records are maintained to provide accurate, current, and readily available information on individual prisoners/awardees and on the corrections program operation. Instructions for completing standardized forms and reports must be followed exactly.

2. Security. All prisoner/awardee files are private and only personnel who have a need to know certain information in the performance of their official duties may have access to a given file or piece of information. This shall in no way impede the flow of information to staff involved in the supervision, training, or evaluation of prisoners/awardees. Under no circumstances shall prisoners/awardees be assigned to functions where they have access to files or information about other prisoners/awardees.

3. Copies. It is recognized that various functional units within the waterfront brig/CCU require certain records and reports in order to function properly. Copies of such records and reports may be maintained on an as-needed basis at those locations with the original records kept in controlled administration files. Units requiring original copies of prisoner/awardee records, i.e., clothing inventory, etc., will ensure that all records are sent to the administrative office when a prisoner/awardee is released or when the record is no longer required.

4. Logs. All logs maintained by the facility shall be bound ledgers with preprinted consecutively numbered pages.

1302 PRIVACY

1. Privacy Act. All personnel will be familiar with the provisions of current directives pertaining to the Privacy Act (SECNAVINST 5211.5C) and the Freedom of Information Act (SECNAVINST 5720.42E). It must be noted that a privacy act statement is not required for every form which contains personal information but a statement is required if the information is being solicited from the individual. For the purpose of determining whether a privacy act statement is required, "personal information" is defined as information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official function.

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2. Request for Information. A privacy act statement will be requested before soliciting information for the following records/reports; (1) DD 498, Prisoner/Awardee Personal History, and (2) NAVPERS 1640/19, Initial Contact Sheet. In addition to these, a privacy act statement must accompany a Request for Clemency or Waiver of Restoration. See Appendix A of reference (a). Release of information shall be governed by SECNAVINST 5211.5D.

1303 PRISONER/AWARDEE FILES AND RECORDS

1. File Format. An individual file shall be maintained for each prisoner/detainee in the facility. Documents for prisoners shall be placed in the file as shown below. Awardee files will be maintained similarly and awardee documents are marked with double asterisks. A single asterisk indicates forms which may not be placed in the prisoner file until release is effected.

Section 1. - NAVPERS 1640/4, Confinement Order

- Results of Trial
- ** - Temporary Additional Duty (TEMADD) orders
- ** - NAVPERS 1626/7, Report and Disposition of Offense(s)
- ** - Deferral letter
- Court-martial order
- ** - A copy of SF 600, Chronological Record of Medical Care
- Sentence Computation Sheet
- Court-martial review actions
- * - DD 367, Prisoner's Release Order

Section 2. - NAVPERS 1640/19, Initial Contact Sheet

- ** - NAVPERS 1640/13, Prisoner/Awardee Evaluation Report
- ** - NAVPERS 1640/15, Mail and Visiting List

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- ** - Copies of all Disposition Board Recommendations and Actions
- ** - Command Visit Interview form
 - DD 510, Request for Interview
- ** - Copies of all Follow-up Evaluations
 - NAVSO 5815/4, Waiver of Clemency Review
 - NAVSO 5815/2, Request for Restoration or Clemency
 - Letters disapproving Visitors/Correspondence
 - Prisoner Refusal to accept Mail
 - DD 498, Prisoner's Personal History Record
 - DD 1476, Prisoner's Admission Summary Data
 - DD 1477, Prisoner's Progress Summary
 - DD 1478, Prisoner's Summary Continuation Sheet
 - DD 1479, Prisoner Assignment and Clemency Board Action
 - Copies of all local Board Recommendations and Actions

- Section 3.
- NAVPERS 1640/8, Prisoner Conduct Record
 - NAVPERS 1640/9, Disciplinary Report(s)
 - DD 509, Inspection Record of Prisoner in Segregation
 - ** - NAVPERS 1640/10, Work and Training Report
 - Incident Report (copy) (local)
 - Certificate of Fitness for Disciplinary Segregation/Special Diet (local)

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Section 4. - (Miscellaneous)

- DD 504, Request/Receipt for Health and Comfort Supplies (copy)
- * - NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects

2. Reactivation. Prisoner/awardee files in storage at the Naval Personnel Records Center (MPR) and scheduled for disposal may be reopened when a former prisoner/awardee is returned for confinement/restoration. All information shall be updated. When it is determined that a prisoner/awardee has been previously confined or assigned in a naval waterfront brig/CCU and the location is known, a request may be made to the NPRC (MPR) for the prisoner/awardee file. (SECNAVINST 5212.5C)

1304. WATERFRONT BRIG/CCU LOG

The brig/CCU log is a permanent daily record of the operation of the brig. It is maintained by the control center supervisor on duty and is kept in chronological order. The waterfront brig/CCU log will include, but is not limited to, the following:

- a. Results of prisoner counts
- b. Confinement and release of prisoners
- c. Departure and return of prisoner details
- d. Change of watch
- e. Emergency drills
- f. Disorders and actions taken
- g. Inspections
- h. Record of official visitors and purpose of visit
- i. Any unusual occurrences.

1305 MEDICAL LOG

The medical log is a permanent waterfront brig/CCU record, with entries made in chronological order. The entries shall be made by medical personnel, showing the prisoner's/awardee's name, social security number, date of treatment, nature of complaint, and treatment administered. It shall be signed by the person

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administering treatment and the prisoner/awardee receiving the medication. All medication issued will be properly entered in the log. In large facilities, a separate medication log may be maintained.

1306 VISITORS' LOG

1. A record of each visit to a prisoner/awardee shall be made in the visitors' log, in chronological order.
2. The entry shall show the date of visit, time in and time out, the printed name and signature of the visitor, name of person visited, and name or initials of the staff member who identified, admitted, and released the visitor and verified the visitor's identification. A visitor signature shall be required at entry and departure.

1307 PRIVILEGED CORRESPONDENCE LOG

A privileged correspondence log will be maintained as required by section 8301.8 of reference (a).

1308 DISCIPLINE LOG

A discipline log shall be maintained as required by section 8108 of reference (a).

1309 PASS DOWN OF INFORMATION

Each waterfront brig/CCU will provide a system for passing down information from one watch to the next. This information pertains to action items that need immediate attention.

1310 DISPOSITION OF RECORDS AND REPORTS

1. Prisoner/Awardee Records. Individual prisoner/awardee records of persons finally released from confinement for any reason shall be forwarded to NPRC (MPR). NPRC will destroy these records 25 years after transfer. (SECNAVINST 5212.5C)
2. Logs. Log books shall be retained at the brig for 2 years from the date of the last entry and then destroyed. (SECNAVINST 5212.5C)

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1311 INCIDENT REPORTS

1. Policy. These reports are intended to keep the major claimants and CHNAVPERS informed of events in naval correctional facilities which could result in embarrassment to the Navy or focus public attention on the facility in question. The initial report shall be by telephone.

2. Procedures

a. Navy incident reports will be submitted as Unit Situation Reports (UNIT SITREP), or OPREP-3, Navy Blue Reports, whichever is appropriate, per OPNAVINST 3100.6F (NOTAL).

b. The report should be submitted in the form of a message, with a copy to the major claimant and CHNAVPERS.

c. The following type incidents/alleged incidents shall be reported:

(1) Death of a prisoner/awardee

(2) Suicide, or attempt, by prisoner/awardee or staff member

(3) Mass strike or disruptive action

(4) Incidents with racial overtones

(5) Incidents of maltreatment or abuse of prisoners/awardees

(6) Escape

(7) Other incidents which could result in embarrassment or focus public attention on the waterfront brig/CCU

d. When an incident occurs in Navy brigs/CCU's, and an informal or formal investigation is ordered, a follow-up report including a copy of the investigation shall be submitted to the CHNAVPERS and the major claimant when the investigation is completed and the matter resolved. The initial report is not to be delayed pending investigation. Serious incidents should be reported by telephone.

1312 FUNDS AND VALUABLES

Prisoners/awardees shall not be permitted to retain in their possession money, jewelry or similar negotiable personal property of value. Wedding rings and small religious medals are permitted and the commanding officer may authorize retention of other items of limited intrinsic value. Items which have not been approved shall be retained by the custodian. Such objects as wallets, snapshots, keys and letters having no intrinsic value that justifies additional protection shall not be accepted for safekeeping as valuables but may be retained with the prisoner's/awardee's personal effects. The Armed Forces Identification Card shall not be retained by a prisoner, but will be retained by awardees.

1313 FUNDS AND VALUABLES ACCOUNTING

1. The Funds and Valuables Custodian is responsible for the accountability of all funds and valuables taken from a prisoner/awardee upon confinement/assignment or received during the period of confinement/assignment. Personal funds and valuables shall be inventoried, utilizing NAVPERS 1640/17, in the prisoner's presence. This inventory is to be held by a member of the staff specifically designated and authorized to receive funds and valuables.
2. The NAVPERS 1640/17 shall be used to inventory all funds and valuables and shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner, and shall be dated, and a signed copy shall be given to the prisoner/awardee.
3. Funds and valuables shall be maintained following the procedures outlined in the NAVCOMPT Manual, Chapter IV.
4. Prisoners and awardees shall receipt for all funds and valuables upon release from the waterfront brig/CCU. NAVPERS 1640/17 shall be utilized to receipt for the funds and valuables and this form shall be signed by the funds and valuables custodian and the prisoner/awardee, and dated in the appropriate space. Original copies of signed NAVPERS 1640/17's receipting for funds and valuables shall become a permanent part of the prisoner/awardee file maintained at the waterfront brig/CCU.

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1314 PERSONAL PROPERTY

1. The receiving and releasing supervisor must accept and preserve or otherwise dispose of all personal property taken from prisoners/awardees upon arrival at the waterfront brig/CCU or received by them during confinement/assignment, and shall inventory it in their presence. All items except for their seabag and health and comfort items shall be retained by an awardee's duty station.

2. The NAVPERS 1640/17 shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner/awardee. A signed copy shall be delivered to the prisoner/awardee.

3. Articles and effects listed on NAVPERS 1640/17 shall be placed in appropriate containers, labeled or tagged with the individual's name, social security number, rate or grade and properly stored, preferably in a separate storage room. Only the receiving and release supervisor shall have access to the storage room. Prisoners/awardees shall never have access to other prisoners'/awardees' personal property.

4. Prisoners and awardees shall receipt for all personal property upon release using the NAVPERS 1640/17. This form shall be signed by both the prisoner or awardee and the waterfront brig/CCU staff member who returns the property to the prisoner/awardee. The date that the property is returned to the prisoner/awardee shall also be annotated on the NAVPERS 1640/17 in the appropriate space. The original copy of the NAVPERS 1640/17 receipting for personal property shall be destroyed 1 year after release of member. (SECNAVINST 5212.5C)

1315 EXPENDITURES FOR CLOTHING

1. Policy. Except as noted below, prisoners/awardees shall provide and wear their own military clothing. If additional clothing must be purchased, either the money is deducted from the prisoner's/awardee's account or a charge will be made against the military pay record if they are in a pay status. This should be accomplished prior to confinement/assignment. Awardees should be properly outfitted with uniforms prior to delivery to a Correctional Custody Unit.

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2. Procedures

a. Prisoners without necessary clothing and known to be in a nonpay status shall be loaned the required clothing by the waterfront brig/CCU until they can obtain their own.

b. All gratuitous issues and clothing loaned to prisoners/awardees are chargeable to the operating and maintenance allotment of the command furnishing logistic support to the waterfront brig/CCU.

c. Requests for clothing and health and comfort items shall be submitted on a DD 504.

1316 AUTHORIZED HEALTH AND COMFORT ITEMS

1. Policy. Health and Comfort items include those necessary to maintain personal hygiene and military appearance, writing materials, and postage. The initial supply should be adequate for 1 month's average use, but may be prorated if the regular replenishment or the prisoner's/awardee's release will be less than 1 month.

2. Approved Items. Any items on the following list will normally be approved in adequate quantities:

laundry bag	stamp embossed envelopes
soap, bath	shower shoes
shoe shining gear	soap/cream, shaving
brush, tooth	cigarettes and matches
nail clippers	tooth paste
face cloth	laundry soap
comb (small, not steel,	*towel, bath
Afro-type allowed)	deodorant, sticktype
writing material and	napkins, sanitary (female
postage	facilities)
razor, enclosed blade	*handkerchiefs
	shampoo
	hair cream, tube type

NOTE: No glass or aerosol containers are permitted.

*Considered to be clothing for Navy prisoners rather than health and comfort.

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3. Procedures

a. The items supplied will not ordinarily duplicate or replace identical items already in the prisoner's/awardee's possession. When a prisoner/awardee has one type or brand, it should not be confiscated and replaced by another.

b. Neither the initial supply nor the resupply should consist of a standard assortment of articles that include some which the prisoner/awardee does not use or need.

c. Commands placing service members into the waterfront brig/CCU shall be informed of the items, and quantity of each, necessary for health and comfort. If the prisoners/awardees have these items, or arrive during working hours and can obtain them, they shall bring such with them to the facility. It is the responsibility of the prisoner's/awardee's commanding officer to assure that the person has an adequate supply of health and comfort items upon arrival at the waterfront brig/CCU. However, if prisoners/awardees are confined without personal necessities, they shall be provided during in-processing. The commanding officer of the facility is responsible for ensuring that all prisoners/awardees receive a periodic resupply of consumable items.

1317 CLOTHING

1. Requirements

a. When less than a full seabag is required, commands sending personnel to the waterfront brig/CCU shall be informed of items of clothing, appropriate for the season, which every prisoner/awardee is required to have in their possession upon arrival at the waterfront brig/CCU.

b. Not all items authorized are required for use during confinement/assignment to a waterfront brig/CCU, nor is the full quantity of each item necessary for short periods, i.e., confinement for 3 days bread and water. However, prisoners/awardees must be adequately supplied to present a clean and neat appearance and to do the work assigned. They should be assisted in obtaining their own clothing and effects as soon as practicable. Waterfront brig/CCU gear may be issued to prisoners/awardees on the same basis as to other personnel.

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c. A prisoner/awardee is required to have one complete uniform of the day with insignia, emblems, decorations, and ribbons to which entitled, for all appearances in court. The expense of providing this uniform is chargeable against the prisoner's/awardee's pay account unless he or she is in a nonpay status, in which case it will be charged against the operating allotment. Prisoners/awardees may be permitted to wear the uniform of the day of their service during visits, when appearing before a court-martial and on other occasions approved by the commanding officer. The prisoner/awardee of one service shall not wear the uniform of another service unless required by temporary expediency.

d. Prisoners/awardees may not transfer or lend any clothing or other personal property to other prisoners/awardees.

2. Prisoner/Awardee Uniform. Prisoners/awardees will wear prescribed uniform per current uniform regulations of the prisoner's/awardee's service. Identifying device(s) may be worn per Article 8111 of reference (a).

3. Markings. Prisoner/awardee clothing shall be marked following the prescribed system of the individual's service; see Article 8111.1 of reference (a).

4. Travel Uniforms. Prisoners/awardees traveling by public carrier, or whenever travel otherwise requires their appearance before the public, shall wear the same uniform as other personnel of their service traveling the same route. Particular care must be taken to ensure that they present a clean and neat appearance to the public.

5. Clothing Stock. The commanding officer should maintain a reasonable supply of clothing for temporary use by prisoners only. Awardees will be required to purchase their clothing. Upon release, loaned items shall be recovered, laundered or cleaned, as appropriate, and the footwear sterilized for reissue as prescribed by the medical officer.

1318 CORRESPONDENCE AND VISITING

Reasonable effort must be made to allow prisoners/awardees to maintain contact with their families, and social environment, and to conduct as much personal business as possible, even though the availability of telephones, mail and visits is controlled. Security requirements must be kept in mind when establishing local programs, but an over-emphasis on security hampers the correctional program and contributes to desocialization of the prisoner/awardee, which is counterproductive to correctional goals.

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1319 COMMAND VISITS

1. For Prisoners. Command visits are required for pretrial detainees and post-trial prisoners who will be returning to their parent command upon completion of confinement. A member will be returned to his or her original duty station upon completion of confinement unless (1) the sentence included a punitive discharge, which has not been suspended for the purpose of serving a probationary period, or (2) receives an unsuspended sentence of 31 days or more, or (3) the member's command has officially requested that the member not be returned. Command visits are designed to retain identity with the parent command and to reinforce to prisoners that this remains their primary chain of command. Commands shall visit personnel of their command confined at a waterfront brig at least weekly. This visit can be made by anyone designated by the commanding officer (CPO or higher) except chaplains. The chaplain's role in the rehabilitative process, including the visiting of prisoners, has a value distinct from that of being a command representative. When the prisoner's command is on extended deployment, the Immediate Superior in Command (ISIC) should provide command visits. It is improper to delegate command visit functions unless the parent command is at sea or is a remotely situated activity. Command visits for post-trial prisoners being discharged upon completion of confinement or who will not be returning to their parent command upon completion of confinement will be conducted by the transient personnel unit or command where the waterfront brig is located.

2. For Awardees. Commanding officers awarding correctional custody shall ensure that awardees are visited weekly by a member of their division. It is recommended that the first weekly visit be conducted by the division leading petty officer, the second weekly visit by the division leading chief petty officer, the third weekly visit by the division officer and the final visit by the commanding officer/executive officer. Chaplains shall not be assigned as command representative for command visits but shall visit in their role as a chaplain.

3. Remote Commands. Echelon 2 commanders (major claimants) shall designate those commands or areas that are considered remotely situated from brigs for the purpose of command visits and shall determine visit intervals.

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4. Tracking. Waterfront brig/CCU's shall establish procedures to ensure all prisoners and awardees receive weekly visitation. If a command fails to make weekly visitation they shall be notified informally and a visit scheduled. Continued failure to conduct weekly command visits shall result in the commanding officer/officer in charge of the waterfront brig/CCU sending a naval message to the command with information copies to the chain of command.

1320 IDENTIFICATION

Post-trial prisoners shall wear the prisoner identification badge and an international orange arm band with the word "BRIG" stenciled in black letters, whenever outside of the brig. The arm band will be worn on the right arm at the bicep. Pretrial detainees will wear the prisoner identification badge. Awardees and installation custody will wear their identification card in a protective pouch.

1321 INSPECTIONS

1. Security and Safety Inspections. At least weekly, scheduled visual and functional inspections shall be made of all locks, security grills, windows, doors and other security equipment to ensure they have not been tampered with and are operating satisfactorily. The inspection will also check for faulty electrical equipment, exposed wires and other safety hazards. All persons must be trained to observe and to report any unusual conditions, defective security equipment or violations of security procedures. Frequent unscheduled inspections for security and safety items shall also be conducted.

2. Security, Emergency and Fire-Fighting Equipment. At least weekly scheduled inspection or test, as appropriate of all security, emergency and fire-fighting equipment will be made to ensure proper operation. Frequent unscheduled inspections and tests should also be conducted.

3. Sanitation Inspections. A high standard of sanitation shall be maintained at all times. Waterfront brig/CCU staff will conduct a daily inspection of all spaces. A representative of the medical department will conduct a weekly inspection of all spaces to ensure cleaning and maintenance procedures are established and carried out and that a vermin eradication program is in effect, if necessary.

4. Inspection Reports. The medical department will provide the waterfront brig/CCU with a formal report of the results of the

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weekly sanitation inspection which will be kept on file at the brig. The date and time that the weekly medical department sanitation inspection is conducted will be recorded in the brig log. The brig officer will cause a report of corrective action taken to correct any discrepancies noted during the weekly sanitation inspection by medical to be formulated. The report of corrective action taken will be kept on file at the brig. The date and time that formal weekly security, safety and fire inspections as well as the daily sanitation inspection conducted by brig staff shall be noted in the brig log. A formal written report of these inspections shall be kept on file at the brig. Immediate action shall be taken to correct any discrepancies noted during these inspections and a record of corrective action taken shall be kept in the brig files.

1322 INVENTORIES

A master inventory of all tools, equipment, riot control gear and keys assigned to the brig shall be maintained on file at the brig. All tools, equipment and keys will be inventoried at least monthly and a written report of the results of the inventory kept on file.

1323 SAFETY PROGRAM

The brig officer shall appoint, in writing, on a collateral duty basis, a safety officer for the waterfront brig/CCU. The brig officer will ensure that a vigorous safety program is established and carried out for the staff and prisoners/awardees. Accident prevention and the elimination of safety hazards require continuous efforts by each staff member and cannot be successful without their cooperation. Any type of faulty equipment must be eliminated. Prisoners must be instructed in the proper use of tools and must be required to observe all safety precautions.

1324 CORRECTIONAL MANAGEMENT INFORMATION SYSTEM (CORMIS)

Each waterfront brig has been provided with CORMIS equipment and programs. This equipment and its programs are designed as work savers and to contain readily available information. The brig officer should ensure that a staff member qualified to operate the system is assigned at all times. Every effort should be made to keep key staff current on ongoing CORMIS improvements and capabilities.

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1325 PRISONER IDENTIFICATION BADGE

1. All prisoners shall wear a NAVPERS 1640/16, Prisoner Identification Badge pinned over the left breast pocket on their outer garment. The only exception to this shall be Installation Custody prisoners. In lieu of an Armed Forces Identification Card, the installation custody prisoners shall carry an Installation Parolee Agreement (DD Form 512) describing their status and limits of movement.

2. Custody classification on the prisoner identification badge shall be covered with a strip of 1/4 inch plastic tool tape, appropriately lettered in the colors indicated below:

MAXIMUM CUSTODY OR SPECIAL QUARTERS	-	RED
MEDIUM-IN CUSTODY	-	ORANGE
MEDIUM-OUT CUSTODY	-	YELLOW
MINIMUM CUSTODY	-	GREEN
INSTALLATION CUSTODY	-	BROWN

1326 DAILY ROUTINES

A copy of the daily routine shall be posted in a prominent location in both brig and correctional custody spaces. Proposed daily schedules are provided in Appendices F through K for the brig and N through Q for the correctional custody unit. Minor adjustments may be made to these schedules to account for local conditions, however, these schedules should be followed to the maximum extent possible.

1327 RELIGIOUS SERVICES

All prisoners/awardees (except prisoners in disciplinary segregation) will be provided an opportunity to attend the worship service of their choice on their normal day of worship (if available on the station). If at all possible, services should be conducted at the brig. The brig chaplain will be consulted concerning any unusual requests for religious services or items on the part of prisoners and awardees, however, decisions will be made by the brig commanding officer.

1328 EVALUATION. The evaluation process as specified by CHNAVPERS (Pers-84) will be implemented by each waterfront brig/CCU. See Appendix L.